

Venue & Speaker Hire Guidance



BEDFORD
BOROUGH COUNCIL

Preventing Terrorism and
Extremism

2025

About Your Prevent Duty

The UK's Counter Terrorism Strategy (CONTEST) is made up of 4 different areas:

- 1 Prevent:** to stop people becoming terrorists or supporting terrorism.
- 2 Pursue:** to stop terrorist attacks happening in the UK or against UK interests overseas.
- 3 Protect:** to strengthen protection against a terrorist attack.
- 4 Prepare:** to minimise the impact of an attack and reduce the likelihood of further attacks

The Prevent Strategy has three specific strategic objectives:

1. Tackle the ideological causes of terrorism.
2. Intervene early to support people susceptible to radicalisation.
3. Enable people who have already engaged in terrorism to disengage and rehabilitate.

About Your Statutory Prevent Duty

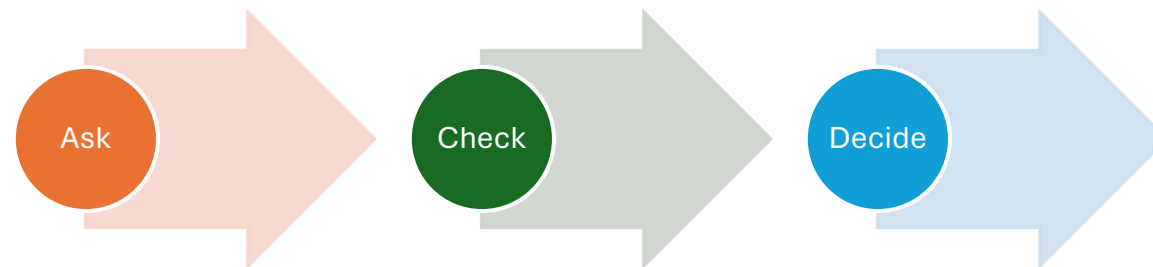
The Prevent Duty (Section 26 of the Counter Terrorism and Security Act 2015) places a number of requirements on Local Authorities and other statutory partners.

This Duty covers a number of areas, one of these requirements is to **'reduce permissive environments'** and focuses on *venue hire, use of external speakers and IT policies*.

About This Guidance

All venues run by Local Authorities and other statutory partners are expected to have measures in place to ensure their facilities are not exploited by extremists. This will include a statement within their venue hire policy that makes it clear to the hirer that it is not to be used by any groups or speakers in support of any extremist ideology.

- This guidance is aimed at helping you to assess the potential for any risks that need to be managed when taking venue bookings or hiring speakers. It will not apply to all situations or events but provides a starting point to identify and address concerns where you're unsure about an organisation, group or individual.
- This guidance **is not a definitive list** and should be followed alongside your venue hire policy and risk assessment. Think:



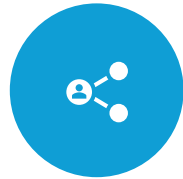
ASK – Who is Planning the Event?



WHO IS THE INDIVIDUAL OR ORGANISATION BOOKING THE EVENT?



ASK FOR THEIR NAME AND ANY ASSOCIATED NAMES THEY OPERATE UNDER.



ASK IF THE PERSON MAKING THE BOOKING IS DOING SO FOR THEMSELVES/THEIR ORGANISATION OR ARE THEY DOING THIS ON BEHALF OF SOMEONE ELSE AND/OR IN PARTNERSHIP WITH ANOTHER ORGANISATION.



ASK FOR THEIR ADDRESS AND A PHONE NUMBER.



ASK FOR DETAILS OF THE INDIVIDUAL OR ORGANISATION'S WEBSITE AND ASSOCIATED WEBSITES.



ASK FOR THE PROFILE NAMES OF THE SOCIAL MEDIA ACCOUNTS USED BY THE INDIVIDUAL OR ORGANISATION.



ASK FOR A COMPANY REGISTRATION NUMBER OR REGISTERED CHARITY NUMBER.

ASK – What is Planned?

What is the event planned?

- Ask about the name of the event, its theme, agenda or content covered.
- Ask about who the speakers will be, including any attending remotely.
- Ask about who will be attending, including numbers.
- Ask for details of how the event will be promoted, including copies of flyers/posters etc.
- Ask if the event is open to the public or ticket only.
- Ask what media will be present and if the event will be filmed.
- Ask why they have chosen your venue. Is it for capacity, local interest or another reason?

Does the individual or organisation agree to your policy?

- Ask if they have read and agreed to your venue hire policy.
- Ask if they implement a policy that promotes equality and diversity and challenges all forms of discrimination.

ASK: Who is Being Invited to Speak



Ask for their name and any associated names they operate under.



Ask for the profile names of their social media accounts.



Ask if they are from the area or if they will be travelling to the area specifically for this event.



Ask for details of what they will be covering in their speech.



Ask if they can provide a recording of a similar speech they have given at a previous event.



Ask what organisations they play an active role in.



Ask if they have published any books, journals, blogs etc that you can view.

ASK – Guidance for Searching

Using publicly available information about an individual booking or speaker

- Information on non-social media public web sites, e.g. news reports, Companies House, etc. may be accessed without any concerns
- Searches of individuals social media should be limited to a preliminary view. You should not repeatedly search or follow an individual,

What if you feel worried?

- If you are concerned speak to your line manager or local Prevent Lead

CHECK: Undertake due Diligence to Confirm What you Have Been Told

Is there any evidence or information to suggest that the organisation, individual or group has promoted messages of hate or intolerance?

- Check their website(s), any articles, blogs, speeches.
- Check their social media accounts.
- Check what other people are saying about them, particularly any trusted organisations or news outlets.
- Check who has attended previous events by the group/speaker and if there has been any disruption.
- Check if the topic of the event/speech has been met with criticism or hostility before (locally or nationally).
- Check what other organisations they are affiliated/closely linked to.

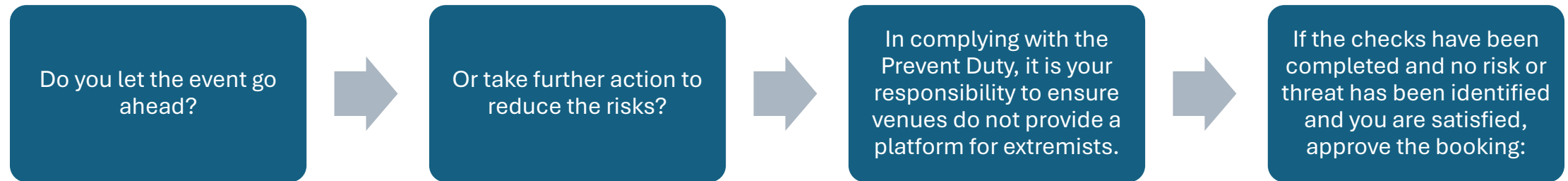
Have they given you the correct information?

- Check the Company Registration Number or Registered Charity Number they gave you is up to date and correct.
- Check for a reference from a venue provider previously used by the individual/organisation.
- Check the [list of terrorist groups](#) or organisations banned under UK law.

Tips for researching online:

- Under GDPR (UK data protection), any searches you complete must be managed appropriately and sensitively ensuring data sharing agreements are adhered to.
- Where possible use primary evidence such as an organisation's manifesto or a person speaking on YouTube.
- When you are looking at a website, check if it's being kept up to date.
- If you are unsure about an organisation, check if it has a contact telephone number and business address.

DECIDE: Use the Information You Have Collected to Inform Your Decision



Use this statement in any booking approval:

- *“In the event where we feel there is reputational risk to our organisation, we have the ability to withdraw from the contract and cancel the booking of the event.”*

If you have any concerns on the day of the event

- If there is an immediate threat/an emergency, call 999.
- If you are suspicious, you can report the event to the National Anti-Terrorist Helpline on 0800 789 321

Suggested Venue Hire Policy Wording

For statutory partners or organisations commissioned by a statutory partner, in the event where you feel there is reputational risk to your organisation, you have the ability to withdraw from the contract and cancel the booking of the event.

- 1. The Hirer acknowledges that (name of organisation) has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have “due regard to the need to prevent people from becoming terrorists or supporting terrorism” (the “Prevent Duty”). The Hirer shall ensure that it uses (venue name) in such a way as to satisfy the Prevent Duty.*
- 2. The Hirer must ensure that the venue is not used by any groups or speakers in support of any extremist ideology.*

Useful Links

Find	You can find the Bedford Borough Prevent Page at https://www.bedford.gov.uk/environmental-issues/community-safety/preventing-terrorism
Find	You can find the Home Office Prevent training at https://www.gov.uk/guidance/prevent-duty-training
Find	You can find the Action Counters Terrorism (ACT) Awareness e-Learning package at https://www.protectuk.police.uk/catalogue
Find	You can find the full Prevent Duty guidance at https://www.gov.uk/government/publications/prevent-duty-guidance
Find	You can find the Prevent Duty Toolkit for Local Authorities at https://www.gov.uk/government/publications/prevent-duty-toolkit-for-local-authorities
Find	You can find the Counter Terrorism Strategy (CONTEST) at https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2023
Find	You can find details of proscribed terrorist groups or organisations at https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2
Find	You can find the Government's definition of extremism at https://www.gov.uk/government/publications/new-definition-of-extremism-2024/new-definition-of-extremism-2024
Find	You can find the Charity Commission website at https://www.gov.uk/organisations/charity-commission